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FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. B-23

To: Washington Finance and Accounts Division and Chiefs,
Regional Fiscal Divisions

From: H. O. Hart, Chief, Accounting Management Section

Subject: General Accounting Office Exceptions Stated in Connection
with Reimbursement Accounts of Former Employees Now in the
Armed Forces

Question has arisen as to the disposition to be made of exceptions taken by the General Accounting Office in connection with travel accounts of former employees now in the Armed Forces. This matter has been discussed informally with a representative of the Chief, Audit Division, General Accounting Office, who stated that the following procedure should be followed:

- (1) Make an effort to get in touch with the former employee by mail to obtain the information required to clear the exception.
- (2) If no answer is received within a reasonable time, the Fiscal Office should make reply to the exception on the basis of the best information available and state that the former employee is in the Armed Forces and efforts to reach him by mail have been unavailing.

If the General Accounting Office restates the exception, the foregoing procedure should again be followed since the only alternative is to request relief for the certifying officer.

H. O. Hart

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